



Cover Memorandum/Staff Report

File #: 25-1073

Agenda Date: 8/28/2025

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: August 28, 2025

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "ST. VINCENT FERRER TRUNK OR TREAT" TO BE HELD ON OCTOBER 24, 2025, AT THE ST. VINCENT FERRER PARKING LOT; AND TO AUTHORIZE THE SPECIAL EVENTS MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE SPECIAL EVENT PERMIT

Recommended Action:

Special Events Technical Advisory Committee (SETAC) recommends the Development Services Management Group (DSMG) approve the special event known as St. Vincent Ferrer Trunk or Treat to be held on October 24, 2025; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

St. Vincent Ferrer School submitted a Special Event Application on July 24, 2025, for the event St. Vincent Ferrer Trunk or Treat to be held October 24, 2025 at the St. Vincent Ferrer Parking Lot. This event is expected to host about 450 people and is Trick or Treating in the schools parking lot. Cars will have the trunks open and will give out treats to the kids who come around. There will be no live music or vendors at this event. The event will take place from 6:00pm - 8:00pm. This event is only open to school families and is not open to the public.

Special Event Technical Advisory Committee (SETAC):

SETAC recommends DSMG approve the event.
No special conditions are recommended by SETAC

Funding Source/Financial Impact:

St. Vincent Ferrer is a 501(c)(3) and will receive a 50% discount in soft costs.

Timing of Request:

The event is quickly approaching and the event producer would like to be able to advertise to the school families.